Education

Level Of Education	Name & Location Of School	From:(Mo./Yr.)	To:(Mo./Yr.)	Courses/Subject Of Study	Year Grad.
High School					
College					
Vocational					
Other Education Opportunities					

Prior Employment (Full- and Part-time Jobs)

Dates:(Mo./Yr.)	Name & Address of Employer	Position	Supervisor	Phone Number	Reason for Leaving

References: (not related to you and ask permission first)

Name	Relationship to you	Address	Phone Number

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- •Don't be afraid to ask questions.
- •Be enthusiastic and cooperative.
- •Use proper grammar and good diction.
 - •Be well mannered.
- •Answer questions directly and truthfully.
 - ·Be brompt.
 - INTERVIEW
 - •Make-up in good taste.
 - Suitably dressed.
 - •Well groomed.
 - **APPEARANCE**
- •Be prepared to answer broad questions.
- •Review your qualifications for the job.

 - •Have specific job or jobs in mind.
 - ·Learn something about the company.
 - •Fill in Pocket Resume.

PREPARATION

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Skills and Abilities

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